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OFFICE OF PERSONNEL - MONTHLY REPORT

January 1965

I HIGHLIGHTS

Lenten Services An Employee Bulletin will announce a series of religious services in the Agency Auditorium during the Lenten season. Clergymen from the McLean area will hold both Catholic and Protestant services each Wednesday from 3 March (Ash Wednesday) until Easter week when the service will be on Good Friday, 16 April.

Barbershop Opens Monday, 25 January, was opening day for the Headquarters barbershop. A growing list of patrons, including a number of women, are being served at present by 4 regular barbers and a 5th who works as needed. A 6th chair has been placed in the shop and will be manned when business reaches that level.

Blood Donor Program Tops Quota in '64 During 1964 Agency employees contributed 2,209 pints of blood, thus exceeding by 409 our self-assigned quota of 1,800 pints (150 per month).

II OTHER ACTIVITIES

1. RECRUITING

Executive Director Plans Campus Visits On 14 March Mr. Kirkpatrick will address a student-faculty audience at the University of Iowa; and on 14 April he will be guest speaker at a convocation of some 600 Brown University undergraduates, followed by a meeting with President Keeney and members of his faculty. Arrangements for both meetings are being handled by our University Associates, and, in each instance, the responsible recruiter will arrive a day ahead of the meeting to assist with last minute details.

Co-op Students The Office of Communications reports that its co-op program for engineering students launched in 1962 is making good progress. Although original plans called for 16 students, the program so far has leveled off at 12 (6-Georgia Tech, 4-Florida, 2-VPI). The first of the participating students to graduate expects his degree next December and, from every indication, will then become a full-time staff employee.

25X1A9 Meanwhile, DD/S&T (OEL and FMSAC) has also displayed interest in co-op students in electrical engineering. Through arrangements made by the Recruitment Division, Mr. [REDACTED] of OEL has just visited the Speed Scientific Institute at the University of Louisville and is considering a possible tie-in with their co-op program.

Military Requirements During the first half of FY '65, the Agency's military personnel strength dropped 13% as shown below. Virtually all of the

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GROUP 1
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cut came in DD/P, most of it as a result of closing out activities at [REDACTED]

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| | Military Personnel On Duty 30 June 64 | | | Military Personnel On Duty 31 Dec 64 | | |
|------|---|------|-------|--|------|-------|
| | Off. | Enl. | Total | Off. | Enl. | Total |
| | [REDACTED] | | | [REDACTED] | | |
| Army | | | | | | |
| Navy | | | | | | |
| USMC | | | | | | |
| USAF | | | | | | |

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Present projections of military strength anticipate little change from current levels. This situation is further reflected by procurement actions now in process which, in most cases, are tied directly to rotational losses.

2. FITNESS REPORTING

Survey of 1964 Ratings A survey of Fitness Reports submitted during the annual period from 1 December '63 through 30 November '64 discloses the following rating patterns:

| Career Service Groups | Total Number Ratings | Average Rating** | <u>OVERALL PERFORMANCE RATINGS BY PERCENTAGE</u> | | | | |
|-----------------------------|----------------------------|---------------------|--|----------|------------|--------|-------------|
| | | | Weak | Adequate | Proficient | Strong | Outstanding |
| DCI | [REDACTED] | 3.62 | - | 5.2 | 34.8 | 52.4 | 7.6 |
| DDS | | 3.61 | .2 | 2.1 | 38.8 | 53.9 | 5.0 |
| DDP | | 3.65 | .1 | 2.5 | 35.0 | 56.7 | 5.7 |
| DDI | | 3.65 | .1 | 2.6 | 36.3 | 54.1 | 6.9 |
| DDS&T | | 3.57 | .2 | 4.6 | 39.9 | 48.7 | 6.6 |
| JOT | | 3.35 | .8 | 0.8 | 62.0 | 35.6 | 0.8 |
| OTHER (UD & NA) | | 3.30 | - | 6.3 | 60.7 | 29.5 | 3.6 |
| AGENCY TOTAL | | 3.63 | .1 | 2.6 | 37.3 | 54.3 | 5.7 |

** In computing average ratings, "WEAK" is assigned a value of 1, "ADEQUATE" 2, etc.

In comparing '64 ratings with those of '63, it is clear that recent efforts to make Fitness Reports more "competitive" have gone wide of the mark. Instead, an increase can be noted in the tendency among all components and Career Services to concentrate ratings at only 2 of the 5 points on the rating scale.

| Year | Total Ratings | Average Rating | <u>OVERALL PERFORMANCE RATINGS BY PERCENTAGE</u> | | | | |
|------|------------------|-------------------|--|----------|------------|--------|-------------|
| | | | Weak | Adequate | Proficient | Strong | Outstanding |
| 1963 | [REDACTED] | 3.46 | .2 | 7.4 | 42.5 | 45.3 | 4.6 |
| 1964 | | 3.63 | .1 | 2.6 | 37.3 | 54.3 | 5.7 |

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3. BENEFITS AND SERVICES

Membership Drive for Employee Activity Association March 15 has now been set as the opening date to launch the Agency-wide membership drive for the Employee Activity Association. In advance of this date, as suggested by the Executive Director, special invitations will go out to all supergrade officials telling them about the Association and encouraging them to become "sponsors" (for a special membership fee of \$25). This advance solicitation is being counted on to provide important encouragement, as well as financial support, for the general membership drive.

Credit Union Schedules Annual Meeting The annual meeting of Credit Union members will be held 3 March at 2 p.m. in the Auditorium. A full publicity campaign to promote attendance will include posters, pay stuffers, etc., plus a memorandum to Deputy Directors noting the importance of annual meetings and seeking their active cooperation in encouraging members to attend.

GEHA Meeting At the annual meeting 27 January, GEHA members were told that on 31 December 1964 they held [REDACTED] policies issued under the Association's 14 insurance plans. Perhaps the most impressive statistic, however, came in the report on GEHA life insurance which showed a total of \$113,243,375 in force distributed among 3 plans as shown:

\$84,451,500 - UBLIC
24,599,375 - WAEPA
4,192,500 - Special Plan for Contract Personnel

Retirement Report In his annual report just issued, the Executive Secretary to the CIA Retirement Board noted that 96 employees encompassed by our retirement policy (i.e., within 5 years of optional retirement) separated from the Agency during 1964. This figure is identical with the one reported last year. Here is how the two years compare:

| <u>Reason for Separation</u> | <u>1963</u> | <u>1964</u> |
|------------------------------|-------------|-------------|
| Optional retirement | 62 | 67 |
| Disability retirement | 14 | 7 |
| Mandatory retirement | 6 | 2 |
| Discontinued service annuity | 4 | 3 |
| Resignation | 4 | 9 |
| Death | 6 | 8 |
| | <u>96</u> | <u>96</u> |

Physical Fitness Room The physical fitness room at Headquarters continues to grow in popularity. It was used 866 times in January, up substantially over the 682 uses during December.

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Auditorium Gets an Organ Religious services, chorale performances, and other events in the Auditorium can now include organ music if desired. With the help of Logistics, a "surplus" organ was located recently at Fort Hood, Texas, shipped to Washington, rehabilitated by members of both Logistics and Communications, and has now been installed in the Auditorium. Total cost of the organ was far below that of a new one of comparable quality.

Employee Activity Association Adds Phone Service Dial 4444 and a recorded voice gives out the latest information on ticket sales, club meetings, and other news from the Employee Activity Association. Calls can be originated, of course, only from Agency telephones. News of this added service will appear in bulletins and other materials promoting the Association's upcoming membership drive.

4. AWARDS

\$19,488 Awarded for Suggestions in 1964 32% of the 617 ideas and inventions received through the Suggestion Awards Program were adopted during 1964. 84 suggesters and inventors earned cash awards totaling \$19,488.

77 Honor Awards Approved in 1964 During 1964 a total of 77 CIA Honor and Merit Awards were approved as shown below. In addition, 10 military medals (3 Army Commendation and 7 Air Force Commendation medals) were obtained for personnel affiliated with the Agency.

| | |
|--------------------------------------|-----------|
| Distinguished Intelligence Medal | - 2 |
| Intelligence Star | - 5 |
| Intelligence Medal of Merit | - 24 |
| Certificate of Merit (w/Distinction) | - 27 |
| Certificate of Merit | - 19 |
| | <u>77</u> |

III SPECIAL REPORT

The Special Report is being omitted this month.

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